

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

CHILDREN AND FAMILIES PROGRAM MANAGER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To:	Current DCF Employees Only	Location:	Hartford, CT
Job Posting No:	TH042925CO	Hours:	40
Salary:	MP 62 / \$77,172.00 - \$105,224.00 Annually	Closing Date:	May 26, 2015

The Department of Children and Families is currently recruiting for (1) Operations Program Manager for Region 4 (Hartford/Manchester Area Offices) within the Office of Administrative Case Review (OACR). This Program Manager will report to the Director of the OACR and will have responsibility for the leadership and supervision of the ACR process and ACR Social Work Supervisors in the Region 4 Offices.

Office of Administrative Case Review Operations Program Manager:

Regionally based/posted position that has responsibility for the local level leadership, oversight, guidance, development and supervision of the ACR Process and ACR Social Work Supervisors on a daily basis. The Operations Program Manager will work closely with Area Office (AO) leadership and will be expected to actively participate in Regional and Area Office meetings, which includes discussion of OACR initiatives, as well as data and reports related to case practice issues as identified through administrative case reviews. This manager will also assist the region with the provision of ACR and case planning related training activities, as needed or as requested by AO leadership. The Operations Program Manager will serve as a member of various committees and will be an integral part of the team to support the Department's implementation of, and compliance with, the Federal Child and Family Service Reviews (CFSR). It is also expected that this manager will work collaboratively with the Region's QA Manager, the Court Monitor's Office, Office for Research and Evaluation and the Region 4 staff at all levels.

Eligibility Requirement: **Candidates must be on the Program Manager Certification list promulgated by the Department of Administrative Services (DAS) at the time of application. Current DCF employees may apply for lateral transfer if they currently hold the title of Program Manager, or have attained permanent status in the class since their most recent hire date. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Considerable knowledge of relevant agency policies, practices and procedures; considerable knowledge and understanding of casework principles, methods and techniques; knowledge of quality improvement and quality assurance principles as they pertain to case review requirements; considerable knowledge of the utilization of reports and analyses of such; considerable interpersonal skills; considerable oral and written communications skills, supervisory ability.

General Experience: Eight (8) years of professional experience in the field of social and human services.

Special Experience: One (1) year of the General Experience must have been in planning, development, implementation or supervision of administrative or program services in child welfare, children's mental health or juvenile justice at the level of Children Services Consultant or Social Work Supervisor.

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree or other advanced degree in behavioral science, public administration, social work or a closely related field may be substituted for one (1) additional year of the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) SUPERVISORY references (current state employees please provide last two Service Ratings in lieu of references) and an Application for Employment (CT-HR12) to the address below. Please reference Job Posting #: **TH042925CO**.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attention: Taneisha Hancel

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.